

Volunteer Position Description

Board of Directors

Position Title: United Way of Kentucky Board Member

Unit: Governing Body

Responsible to: Chairman of the Board

Staff Support: President

Purpose of the Position

Together with other members of the Board of Directors, is legally and morally responsible for all activities of the United Way of Kentucky. The Board is solely responsible for determining policy, the organizational budget, and the organizational goals.

Key Responsibility Areas

Policy Administration

Establishes and/or continues the legal or corporate existence of United Way of Kentucky. Ensures that legal requirements for the conduct of the agency business and affairs are met. Is responsible for adopting by-laws and ensuring that United Way of Kentucky operate within them. Acts on proposed revisions to the by-laws. Adopts policies which determine the purposes, governing principles, functions, activities, and courses of action. Assumes ultimate responsibility for internal policies which govern United Way of Kentucky.

Evaluation

Regularly evaluates and reviews the operations and maintains standards of performance. Monitors the activities of the United Way of Kentucky including: reviewing reports of appropriate committees; confirming, modifying, or rejecting proposals; counseling and providing good judgment on plans of committees or the President/Chief Professional Officer; and considering, debating, and deciding issues.

Public, Community, and Membership Relations

Gives sponsorship and prestige to United Way of Kentucky and inspires confidence in its services. Understands and interprets the work of United Way of Kentucky to the public and the membership.

Personnel

Assists in the selection, employment and evaluation of the Chief Professional Officer. Approves policies which govern the administration of personnel.

Finance

Creates a financial climate for fulfilling the United Way of Kentucky mission through personal involvement in securing commitments from members, companies, and foundations. Approves and monitors the budget and finances of United Way of Kentucky. Authorizes and approves the annual audit.

Capital Improvements

Secures and maintains a satisfactory facility in which to carry out the functions of United Way of Kentucky. Approves all recommendations dealing with improvement to the facility or purchase of land or buildings.

Functional Committee Work

Actively serves on a working committee, assuming assigned functional responsibilities and attending regularly.

Minimum Job Requirements

- A demonstrated interest in the success of United Ways in Kentucky and/or United Way of Kentucky.
- Specific experience or knowledge in at least one of the following: needs of local United Ways, administration, finance, marketing, personnel, program development, public relations, public policy, communications or fund-raising.
- Willingness to represent United Way of Kentucky in the community and the state.
- Participation on Board Committees.